

10/10/2020

Metropolitan Area EMS Authority d/b/a MedStar Mobile Healthcare**REQUEST FOR QUALIFICATIONS****RFQ 2020-04Q****RECRUITMENT SERVICES – CHIEF EXECUTIVE OFFICER**

The Metropolitan Area EMS Authority d/b/a MedStar Mobile Healthcare, requests information from qualified executive search consultants to assist in the recruitment and selection of a Chief Executive Officer.

Responses must be submitted to Leila Peoples, Human Resources Manager, by email to lpeoples@medstar911.org or by delivery to the following address: Leila Peoples, Human Resources, MedStar Mobile Healthcare, 2900 Alta Mere Drive, Fort Worth, TX 76116.

Responses must be received by 4:30 p.m. local time, Friday, October 23, 2020

1. INTRODUCTION AND BACKGROUND

The Metropolitan Area EMS Authority d/b/a MedStar Mobile Healthcare (“MedStar”) requests information from qualified providers to assist in the recruitment and selection of a Chief Executive Officer. The successful Executive Search Consultant (“Consultant”) will advise the MedStar Board of Directors and Human Resource Department and assist with the sourcing, assessment, and recruitment of candidates for this position

MedStar Mobile Healthcare is an administrative governmental agency formed through the creation of an Interlocal Government Cooperating Agreement between Fort Worth and 14 other member cities in North Central Texas to operate and oversee an integrated pre-hospital health network. MedStar provides advanced life support ambulance service to 436 square miles and more than 1 million residents and responds to over 150,000 calls a year with a fleet of 65 ambulances. The MedStar system includes first responders from its member cities and seeks to coordinate the provision of highest quality patient with community physicians and healthcare facilities.

MedStar is nationally recognized as a high performance, high value Emergency Medical Services system, providing advanced clinical care with high economic efficiency. Known for innovation, operational sophistication and efficiency, cutting-edge research, and the highest levels of medical direction and quality assurance, MedStar is working closely with the state and federal government, payors, and community partners, to transform healthcare to meet the challenges of the 21st Century. MedStar maintains accreditation from the Commission on Accreditation of Ambulance Services and our 9-1-1 Call Center is an Accredited Center of Excellence through the International Academies of Emergency Dispatch.

The Chief Executive Officer reports to the Board of Directors and is responsible for the overall management of MedStar, including finances and operations (the Medical Director is responsible for all clinical matters and the General Counsel is responsible for legal and compliance matters). The successful candidate will have a proven track record in the healthcare industry, excellent leadership skills, a passion for innovation, sound executive judgment in administrative matters, and a proven ability to make difficult decisions. Given the organization’s high profile in the industry, MedStar expects to receive a number of inquiries from highly qualified candidates.

2. SCOPE OF WORK

MedStar seeks to engage a Consultant experienced in the recruitment of executive level management positions at the CEO level to source potential candidates and develop a short list to be interviewed. The terms of this engagement are outlined in the deliverables below:

- a. Assist in development of position description, including desired skills and qualifications.
- b. Prepare executive search materials.
- c. Develop and identify a recruitment strategy.
- d. Source candidates using appropriate methods, e.g. network contacts, referrals, advertising etc.
- e. Screen and assess candidates against set qualifications.
- f. Prepare a short list of candidates to be interviewed by the Board's designated Interview Panel.
- g. Conduct reference checks of the final candidates.
- h. Provide details on the firms "quality" guarantee.
- i. For the duration of the 1 year probationary period, provide at no cost a "quality" guarantee and candidate replacement should he/she leave the employ of MedStar and/or his/her job performance is determined to be unsatisfactory in the opinion of Board of Directors of MedStar.

3. REQUIRED SKILLS, EXPERIENCE AND CREDENTIALS

The Board seeks the services of a Consultant who has a thorough knowledge of and experience with executive management recruitment in healthcare and specifically in emergency medical services. The following skills, experience and credentials are required:

- a. Previous professional experience with executive management search services, including sourcing and evaluating candidates.
- b. Knowledge and professional experience with public sector and/or not for profit recruitment.
- c. Relevant experience and demonstrated ability to recruit at the national level.

4. EVALUATION OF SUBMISSIONS AND QUALIFICATIONS

MedStar seeks the services of a Consultant who has a thorough knowledge of and experience with executive management recruitment in healthcare and specifically in emergency medical services. MedStar will decide whether to proceed with negotiations with one or more qualified Consultants based on their provision of the following information:

1. Experience in recruiting for healthcare organizations and EMS agencies
2. Description of services and standard processes
3. Competitive advantages of proponent
4. Fee structure:
 - a. Full service search
 - b. Management of interview and selection process only
5. Placement Guarantees
6. Exceptions for regarding internal and non-recruited candidates
7. Three references listed in the attached form.

MedStar reserves the right to proceed or not proceed with negotiations and contracting with any or all entities submitting qualifications, as it deems to be in its interests.

Questions may be submitted by email to lpeeples@medstar911.org.

MEDSTAR MOBILE HEALTHCARE

RFQ 48 (2017-11) – Recruitment and selection services for Chief Executive Officer

REFERENCE FORM

Consultant: _____

REFERENCES		
Provide the names of three (3) client reference, noting contact person and telephone number for each.		
Contact Name	Brief Description of services provided	Telephone

By submitting this information, the Consultant authorizes MedStar for purposes of this RFQ to contact the above listed individuals and companies to verify the information contained in Consultant’s submission and to ask whatever questions MedStar deems necessary to determine the Consultant’s qualifications. The information obtained in these additional reference checks will be included in the evaluation of the RFQ submission